

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Accounting Specialist

BAND	GRADE	SUBGRADE
NE	618	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbents are responsible for performing a wide variety of advanced generalized or specialized administrative support activities. Duties may include: coordinating and planning accounting activities; guiding and training support staff; preparing budget documents; generating reports and journal entries; processing documents, forms, and applications; serving as liaison for agencies and vendors; monitoring grants; processing sensitive and specialized documents such as contracts; providing administrative accounting support to departments as well as accountants and managers in Finance; monitoring grants; documenting and tracking fixed assets; and, reviewing financial performance records and reports.		
DISTINGUISHING CHARACTERISTICS: The Accounting Specialist is the first level of a three level accounting series. The Accounting Specialist is distinguished from the Accountant in that the Accountant serves as a lead and requires a Bachelor's degree or equivalent experience in accounting. The Accounting Specialist provides support to the Accountant and Senior Accountant and does not require a Bachelor's degree. The Accounting series is distinguished from the Administrative support series due to the high level of accounting activity requiring experience and education of accounting principles to perform reconciliations of financial activity and preparation of financial reports.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	BAND/ GRADE
1.	Prepares and/or processes a variety of specialized documents such as bank statements and reconciliations, journal entries, financial reports, audit work papers, correspondence, agreement statements, confidential correspondence, policy and procedure manuals, official City forms, budget documents, council documents, contract documents, contract and agreement amendments; reviews and verifies documents such as billing and payroll documents, makes appropriate changes and adjustments.	Daily	
2.	Prepares various financial reports and schedules as needed; reconciles reports and schedules to the general ledger.	Daily	

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3.	Tracks cash activity; maintains daily cash spreadsheet; updates cash batches to specialized accounting software; reconciles cash accounts to bank statements and general ledger.	Daily	
4.	Processes City procurement card applications and issues new credit cards to employees; maintains record of city credit card authorizations and credit limits; handles problems with credit card charges; notifies bank of cancelled cards.	Daily	
5.	Answers calls; directs call; takes messages; answers questions pertaining to departmental functions, policies and procedures. Coordinates work between city departments and Finance.	Daily	
6.	Handles purchasing activity for accounting division; purchases supplies and equipment to include calling for quotes and availability, verifying accuracy of orders, processing packing slips and receiving on orders; tracks budget appropriations of accounting division; enters purchase orders for division purchases in specialized purchasing software program.	As needed	
7.	Tracks all journal entries and postings to the general ledger; coordinates month end close of general ledger activity.	Monthly	
8.	Handles banking activities on specialized bank software; pulls daily reports of activity; performs electronic file transfers to bank for payroll, positive pay, vendor payments and bank drafting.	Daily	
9.	Answers calls and questions from customers related to billing statements and invoices.	As needed	

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10.	Tracks revenues, expenditures and account balances. Compiles and organizes data for report generation such as status reports, revenue and expenditure reports, comparison reports, and monthly statistics. Develops and runs queries and reports.	Weekly	
11.	Creates and maintains a variety of specialized databases such as logs, inventories, statistics, capital asset information and grant information.	Weekly	
12.	Creates and maintains file systems to include development, organization, maintenance and purging of files and records.	Weekly	
13.	Trains other departmental staff and provides technical advice on complex issues related to area of assignment.	Weekly	
14.	Participates in meetings and serves on committees.	Monthly	
15.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Record keeping practices;
- Accounting principles;
- Budget codes;
- Terminology and processes used in area of assignment;
- Filing systems;
- Business English.

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Skills (position requirements at entry):

Skill in:

- Preparing and processing specialized documents in area of assignment;
- Training other staff or volunteers;
- Creating and maintaining file systems;
- Tracking revenues and expenditures;
- Gathering, organizing and evaluating data and information;
- Preparing reports including developing queries;
- Performing data entry;
- Composing correspondence and form letters;
- Reviewing own work for accuracy;
- Scheduling meetings, trials or special events and activities;
- Making travel arrangements.
- Inventorying and ordering supplies;
- Answering phones;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.), 6 credit hours of college courses in basic accounting principles and/or financial reporting, and three years experience in area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona driver's license of appropriate class;

Physical Requirements:

Positions in this class typically require: stooping, kneeling, sitting, mobility, reaching, standing, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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Classification History:

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